

THE CONVEYANCING PROCESS

Procedure takes approximately 6-8 weeks.

1. OFFER TO PURCHASE

Buyer & Seller sign **Offer to Purchase**.



2. BOND APPROVED

Bank approves **bond**.



3. ATTORNEYS INSTRUCTED

The Transferring attorneys, Bond attorneys & Bond Cancellation Attorneys are **instructed** to proceed.



4. ATTORNEYS LIASE

TRANSFERRING ATTORNEY receives cancellation figures from Cancellation attorney. Requests guarantees from Bond attorneys.

BOND ATTORNEY advises Transferring attorney of amount available for guarantees.

CANCELLATION ATTORNEY is requested to cancel seller's bond on receipt of the guarantees from the Bond attorney.

5. SELLER & BUYER SIGNS

Seller signs transfer document. **Buyer signs** bond & transfer documents.



6. PAYMENT

Buyer **pays** rates, levies & pro forma account.



7. GUARANTEES PROVIDED

Bond attorney provides **guarantees** to the Transferring attorney.



8. CONSENT FROM BONDHOLDER

Transferring attorney sends guarantees to Cancellation attorney who obtain **consent from bondholder** to cancel the seller's bond.



9. PREPARATION

Once all documents are signed, costs received, certificates of municipality, body corporate & transfer duty are received, the documents are **prepared** for lodgement in the Deeds office.



10. EXAMINATION

Documents are **examined** in the Deeds office (approximately 10 days).



11. REGISTRATION

Property is **registered** in buyer's name. Seller's bond is cancelled. Buyer's bond is registered. Final accounts produced within 48 hours.



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